

Port of Silverdale Regular Meeting Minutes

July 15th, 2025

The meeting was held in person at the Port of Silverdale office.

CALL TO ORDER

Commission Chair Ed Scholfield called the meeting to order at 6:00pm, others attending in person were Commissioner Caleb Reese; Commissioner Rick Slate by phone; Katie Byrd(administrator); Hank Anderson; Brenda Kelley; Carla Larson; Kristin Fabry

The following Consent Agenda items were approved:

1. Agenda
2. June 19th, 2025 Regular meeting minutes
3. Approve Electronic Transfer of Payroll Taxes
4. Approve Expenditures

Commissioner Reese Motioned to accept the consent agenda items.

(M/S/C –/Reese/ Slate / All)

*Note: M/S/C Means Motioned/Seconded/Carried, with commissioner named (or All)

PUBLIC INPUT

Whaling Days – Brenda Kelley, Jenn ???

Whaling days staff approached the tenants in 3475 and 3481 NW Byron regarding the use of their parking lot during Whaling days. There were some concerns on how the tenants were approached regarding this matter. At the last meeting, the Whaling days staff was advised to speak with the tenants regarding their request to use the lot. The Port advised them that is completely up to the tenants on whether or not they would allow them to use the parking lot. If the tenants agreed to let them use the lot, the tenants would need to sublease out the lot to them for the weekend and obtain approval at this Port meeting. One of the tenants informed the office that when Whaling days staff came by to speak with them about the arrangement, that the Whaling days staff misinformed them by telling the tenant that they already have Port approval to use the lot and they just needed to find out how many parking passes would be needed for the business. Commissioner Reese commented that this is not what the Port said or agreed upon. Brenda told the Port that is was not accurate and she did not speak to either tenant other than giving them as business card and requesting them to call to set up an arrangement. One of the tenants informed commissioner Reese that due to the way they were treated and spoken to, they did not want whaling days to use their parking lot for the event. Commissioner Scholfield ended the conversation and informed the Whaling days team that because of the miscommunication and upset tenants, the Port would no longer allow them to enter a sublease with the tenants.

The Port plans to place barricades or tape off the parking area to ensure the tenants' decision is respected and upheld.

UNFINISHED BUSINESS

Grants/Projects

Pub Removal -

Commissioner Reese held the Pre-Bid walk-through meeting on July 9th. He had about 12 business in attendance however, about half of them only wanted to bid on the asbestos abatement and not the demolition. A couple of the companies in attendance planned on combining their services and bidding on the project as a team.

Programs

Kitsap Sailing Foundation (KSF)

KSF was not in attendance at this meeting. The commissioners approved the dates for their Reginal Regatta being held on September 27th and 28th.

Clam Island Rowing (CIR)

CIR was not in attendance for this meeting. There were some issues over the last month locating the hull numbers on 3 new boats. The hull numbers located by commissioner Reese and Patti and the boats having added to the insurance policy.

Facilities

Marina Maintenance Permitting -

Port of Silverdale Rules and Regulations Resolution –

Resolution 2025-02 has been signed and approved by the commissioners implementing the new rules and fee schedule. Commissioner Reese informed the Port that before they can begin charging boaters the new rates, all signs need to be updated and posted. The signs with the new rules and fee schedule is still being worked on. Commissioner Scholfield plans to have it posted before the next Port meeting.

Light Replacement with LED's –

The Lights have all been replaced and they are bright.

Port Properties

9004 Washington –

Commissioner Scholfield has been working with the county and Robedeau Plumbing to resolve the delay in revising the permit. It was discovered that the county had provided the incorrect form, which prevented the revision from moving forward. Commissioner Scholfield has since paid the permitting fee and submitted the updated form with the correct information.

There are ongoing concerns regarding the work completed at 9004. Several items outlined in the contract with Damage Control Solutions remain unfinished. Although Clayton has stated that he considers the work complete, one major issue is that the large windows, which were to be replaced with 4x4 windows per the contract, have not been installed. Commissioner Slate has been working to find a solution. He and Clayton have agreed that if Clayton is unable to complete the window replacement, he will be responsible for hiring and paying a subcontractor to finish the work.

Additional concerns include the siding on the exterior of the building, which is still incomplete. This matter is still being discussed as the commissioners work toward a resolution.

Once the permitting issues are addressed, the commissioners plan to schedule a walk-through of the building with Clayton to review all outstanding items that were to be completed according to the signed contract.

3425 NW Byron –

Kitsap Art expressed concerns about debris left in front of the studio following the wheelchair ramp installation. The debris has since been removed.

They also reported a bug issue, which they believe may be originating from the attic. Commissioner Scholfield inspected the area and cleaned the attic, but some bugs are still being noticed. He informed the tenant that the Port does not provide extermination services but advised they are welcome to address the issue themselves.

3215 NW Lowell –

Shontel Sutton-Heim, a tenant in the brick building, requested that the Port repair the business directory sign located in front of the building so that all four tenants can display their business names and suite numbers. Tikar will handle the repairs to make the sign functional for tenant use.

Tim with Tikar also reported that the window replacement for the broken door is nearly complete and should be installed soon, although there is currently no confirmed ETA.

Maintenance Inspection –

Ken Storm has been addressing several tasks that were missed by the Port's maintenance contractor, Pro Lawn Care. Last month, there were reports that the grass in the non-motorized boat storage lot had grown to nearly chest height. Ken has since mowed the area, and the issue has been resolved.

COMMISSIONER REPORTS

Commissioner Scholfield reported that the police department requested the Port's security camera footage in connection with an incident that occurred on July 13, when a vehicle crashed into the side of a building in Old Town Silverdale. Commissioner Scholfield uploaded the footage, and the police have informed the Port that they intend to prosecute the individual responsible for the damage to the historic building.


Commissioner Reese also reminded the group that he will not be present for the next Port meeting.

ADJOURN – At 7:15 p.m. the meeting adjourned

(M/S/C –Slate/Reese/All)

Regular meeting – Thursday August 21st , 2025 @ 6:00 PM – Port Office

All Ports Meeting – Monday, July 28th, 2025@ 6:30PM – Brownsville



Commissioner



Commissioner



Commissioner

VOUCHER APPROVAL

We, the undersigned Board of Commissioners of the Port of Silverdale, Kitsap County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of

\$51,129.12 and from the General Fund, this 15th day of July 2025

Auditor

Port Commissioner

Port Commissioner

Port Commissioner

[illegible]

P. O. BOX 310

SILVERDALE, WA 98383

(360) 698-4918

(360) 698-2402 - fax

Commissioner Rick Slate

Commissioner Caleb Reese

Commissioner Ed Scholfield

AUTHORIZATION FOR ELECTRONIC TRANSFER

We, the undersigned Board of Commissioners of the Port of Silverdale, Kitsap County, Washington, do hereby certify that the payment hereinafter specified is due and payable and that the electronic transfer listed below is approved for payment in the amount of

\$2,369.38 and from the General Fund on the 15th day of July
2025.



Commissioner



Commissioner

Commissioner

I, the undersigned do hereby certify, under penalty of perjury, that the payment herein specified is due and payable, and that the claim is a just, due and unpaid obligation against the Port of Silverdale; and that I am authorized to authenticate and certify to said claim.



Port Auditor

Port Assigned Transfer #

2025-07

Claimant

US Treasury

Amount

\$2,369.38